



National
Aeronautics and
Space
Administration

Physical Inventory of Materials Annual Report

FISCAL YEAR

NOTE: See instructions on reverse. Refer to NPG 4100, "NASA Materials Inventory Management Manual," before completing.

TO:	FROM:
-----	-------

PART I - TYPE OF CONTROL SYSTEM AND CLASSIFICATION OF MATERIALS INVENTORIED

1. CONTROL SYSTEM <input type="checkbox"/> a. PERPETUAL <input type="checkbox"/> b. PERIODIC (<i>Low sales</i>)	2. STATUS CODE(S) <input type="checkbox"/> a. STORES (SC-1) <input type="checkbox"/> b. PROGRAM (SC-2): _____ <input type="checkbox"/> c. STANDBY (SC-3) (<i>Indicate type, if applicable</i>)
---	---

PART II - COMPLETE INVENTORY DATA

1. CONTROL SYSTEM <input type="checkbox"/> a. COMPLETE <input type="checkbox"/> b. FAILED LOT: _____ (<i>No.</i>)	2. TOTAL LINE ITEMS IN COMPLETE INVENTORY OR FAILED LOT	3. TOTAL VALUE OF COMPLETE INVENTORY OR FAILED LOT	4. INVENTORY COMPLETION DATE a. BEGINNING b. ENDING	
5. NUMBER OF ERRORS	6. RESULTS <input type="checkbox"/> a. PASSED <input type="checkbox"/> b. FAILED (<i>See Remarks</i>)		7. VALUE OF ERROR ADJUSTMENTS (<i>In total dollars</i>)	a. PLUS b. MINUS c. GROSS

PART III - SAMPLE INVENTORY DATA

1. NUMBER OF LOTS	2. FREQUENCY OF LOTS <input type="checkbox"/> a. ALL AT ONCE <input type="checkbox"/> b. CYCLIC	3. INVENTORY COMPLETION DATE(S) a. FROM b. TO	4. TOTAL LINE ITEMS IN INVENTORY	5. VALUE OF TOTAL INVENTORY
-------------------	---	---	-------------------------------------	--------------------------------

6. LOT PROFILE AND ERROR ADJUSTMENTS

LOT NO.	LOT SIZE a.	SAMPLE VALUE b.	SAMPLE SIZE c.	ACCEPT ERROR LIMIT d.	NO. OF ERRORS e.	RESULTS f.	VALUE OF ERROR ADJUSTMENTS (<i>In total dollars</i>) g.	
1						<input type="checkbox"/> (1) PASSED <input type="checkbox"/> (2) FAILED*	(1) PLUS	
							(2) MINUS	
							(3) GROSS	
2						<input type="checkbox"/> (1) PASSED <input type="checkbox"/> (2) FAILED*	(1) PLUS	
							(2) MINUS	
							(3) GROSS	
3						<input type="checkbox"/> (1) PASSED <input type="checkbox"/> (2) FAILED*	(1) PLUS	
							(2) MINUS	
							(3) GROSS	
4						<input type="checkbox"/> (1) PASSED <input type="checkbox"/> (2) FAILED*	(1) PLUS	
							(2) MINUS	
							(3) GROSS	

*Conduct and report complete inventory of failed lot in Part II above.

PART IV - STAFF HOURS AND COST TO CONDUCT INVENTORY

METHOD AND CATEGORY		CIVIL SERVICE (1)	CONTRACTOR (2)	ADP LABOR (3)	ADP TIME (4)	TOTAL (5)
1. COMPLETE INVENTORY	a. STAFF HOURS					
	b. COST					
2. SAMPLE INVENTORY	a. STAFF HOURS					
	b. COST					

CONTINUED ON REVERSE

PART IV - STAFF HOURS AND COST TO CONDUCT INVENTORY (Continued)

REMARKS (Enter analysis of causes and corrective action schedule for a failed complete inventory when reported in Part II above. Continue on separate sheets if necessary.)

SUPPLY AND EQUIPMENT MANAGEMENT OFFICER (Typed name and signature)

DATE

INSTRUCTIONS

Fiscal Year: Self-explanatory. (Note: Fiscal year reports are due in NASA Headquarters, Code JG, on or before November 1 of each year.)

Part I - Type of Control and Classification of Materials Inventoried

1. A separate report will be submitted for each control and classification of materials inventories, unless the inventory records for all status codes are identically maintained and inventoried collectively.
2. Enter "x" in appropriate boxes.

Part II - Complete Inventory Data

1. All line items on record will be counted during a complete inventory for items under periodic control (*low sales*), or for items under perpetual control when directed by the Installation Supply and Equipment Management Office.
2. All line items of the complete lot for a failed sample inventory will be counted within the same fiscal year as the sample inventory.
3. Remarks should also include an analysis of causes for errors and any corrective action scheduled for a failed complete inventory.

Part III - Sample Inventory Data

1. Lot sample inventories will be taken annually, either all (lots) at once or on a scheduled cyclic basis throughout the fiscal year.
2. For lot size, sample size, and error limits, see NPG 4100, paragraph 403d.
3. Total line items in inventory and value of total inventory will be as of the date of the sample physical inventory or as of the end of the fiscal year for cyclic samples.
4. Where the number of lots exceed 4, use separate sheet.
- 5, NOTE: A complete inventory of a failed lot will be reported in Part II along with the applicable sample inventory results reported in Part III for the prevailing fiscal year report.

Part IV - Staff Hours and Cost to Conduct Inventory. This data may be consolidated when more than one form is used. Column (4) applies to ADP/Computer "use" time only.